

State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Region 1 Fleet Services		
Department Contract Administrator or Grant Coordinator:		John Small Fleet Operations Manager		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$16,495.79	Advantage CT / RQS #:	RQS 17D 20201029*0486	
CONTRACT	Proposed Start Date:	August 3,2020	Proposed End Date:	August 26,2020
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Casco Bay Ford, Yarmouth, Maine 04096		
Brief Description of Goods/Services/Grant:		Diagnose T05-087 for a loud noise in motor/ no run		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
T05-087 would not run, was making a loud noise and the coolant reservoir was empty. It was taken to Casco Bay Ford to be diagnosed. After looking it over, the technician found metal in the motor oil leading to a spun main bearing on crank shaft and a blown motor. The engine assembly, all required hardware, gaskets and seals were replaced, The transmission cooler lines were also replaced due to rust and evidence of leaking. Fluid levels were also verified.

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PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The Scarborough Fleet facility workload to keep up on doing repairs and services didn't allow time to make repairs due to COVID-19 restrictions. Casco Bay Ford in Yarmouth, Maine was contacted to see if they could make the needed repairs in a timely manner, they took T05-087 right in and started the repairs.

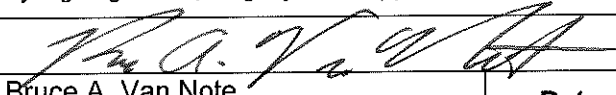
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The need of the repairs and impact to the crew operations year-round necessitated the repairs be made as soon as possible. Casco Bay Ford provided the necessary repairs which were completed in a timely manner. This dealer has provided services in the past with reasonable, competitive rates and reliable, quality work.

4. Describe the plan for future competition for the goods or services.

If there were more authorized dealers in the state, this would foster more competition and the competitive bidding process could be utilized more effectively.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Bruce A. Van Note	Date:	10/27/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Jaime C. Schorr</i>		
Printed Name:	<small>6D6437754DD0459...</small> Jaime C. Schorr	Date:	11/4/2020